

City and County of Denver	POLICY & PROCEDURES	Public Works Department
Subject:	SHIFT AND OVERTIME ASSIGNMENTS	
Approved:	<i>[Signature]</i> Manager of Public Works	
Number: 6	Effective Date: May 27, 2008	Page: 1 of 1

GENERAL

This policy supersedes and replaces Public Works Policy 10-P002, Shift and Overtime Assignments, issued on June 26, 2001.

POLICY

To accomplish the mission of the Department, the assignment of more than one shift or overtime may be required. The purpose of this policy is to ensure that procedures are consistently applied in the making of such assignments, and in a manner that strives to be fair and equitable to all employees.

PROCEDURE

1. **SHIFT ASSIGNMENT:** In the event that a crew or work station requires more than one shift, assignments within job classifications shall be determined by the needs of the department:
 - a. When filling a vacant position, the newly appointed employee will be initially assigned to the shift advertised during the hiring process. (Training for the position may be accomplished on a different shift.)
 - b. Shifts may be assigned to current employees on a voluntary basis.
 - c. Remaining shift assignments will be assigned by seniority according to Career Service Authority continuous service date.
 - d. Operational circumstances for an agency may require modified work schedules which may be assigned on a rotating basis.

2. **OVERTIME ASSIGNMENT:** All employees may be required to work overtime as the need arises. Whenever possible, overtime shall be offered to volunteers in a manner that strives to be fair and equitable to all employees before assignments are made to non-volunteers. In the assignment of overtime, supervisors will:
 - a. Ensure that employees working overtime have the qualifications and/or experience to accomplish the work.
 - b. Assign overtime which results from the extension of a scheduled work day to the crew working the scheduled shift and job being extended.
 - c. Request volunteers.
 - d. If there are more volunteers than needed: Assign overtime by contacting the individual(s) who volunteered. Additional overtime assignments are to be made on a rotating basis, allowing all department employees the opportunity to receive voluntary overtime assignments. As a result, the order or frequency in which an individual volunteers for overtime does not guarantee that overtime will be assigned to that particular individual.
 - e. If there are not enough volunteers: First assign volunteers in the manner described above. The remaining overtime assignments shall be made on a mandatory basis, using a rotating schedule based on the specific need, as determined by the agency.